

THE CASSARD COROLLARY

As set forth by the Cassard-Magallon Administration

NICHOLLS STATE UNIVERSITY

STUDENT GOVERNMENT ASSOCIATION

Effective Date: Fall 2025 - Spring 2026

Article I

Naming

- Section 1. The official name of this legislation shall be “The Cassard Corollary to the SGA Rules of Procedures and SGA Bylaws”.
- Section 2. The common name for this legislation will be “The Cassard Corollary”.

Article II

Purpose

- Section 1. The purpose of this legislation is to provide a legal basis for policies that will be implemented during the administration of Student Body President Cruz Cassard for the Fall 2025-Spring 2026 school year.
- Section 2. All policies defined in this legislative packet are not intended to amend any policies or procedures directly enumerated in the Constitution of the Student Government Association.
- Section 3. This legislation shall not supersede the SGA Constitution. However, if there is a conflict between this legislation and the Bylaws (or any other governing document), this document shall take higher precedence.
- Section 4. For all official SGA meetings conducted, Robert's Rules of Order, Newly Revised shall be followed, and thus any procedural mechanism contained therein may be utilized.

Article III
Duration of The Cassard Corollary

Section 1. This legislation shall remain in effect for the term of the Student Body President, Cruz Cassard, and/or for the period from Fall 2025 to Spring 2026, whichever ends first.

Article IV
Revision of Rules on Specific Motions and Amendments

Section 1. Motions to take something from the table shall not be in written form. Any Senator may verbally move to take any legislation or appropriation from the table.

Section 2. Motions to table indefinitely shall not be in written form. Any Senator may verbally move to table any legislation or appropriation indefinitely.

Section 3. All Amendments to any piece of legislation must be in written form on a separate piece of paper. No amendments shall be deemed in order if done verbally.

Section 4. If there is a motion to create a subcommittee of any standing committee, there shall be a written record of such action taken. Furthermore, the motion may not require a vote of the Senate (unless the Vice President deems it necessary) for creation to occur.

Section 5. For proper guidance of writing new motions by Senators, each previous Act of the Student Senate shall be considered standing precedent (unless previously rescinded).

Section 6. Each Senator shall be granted two (2) motions to suspend the rules per semester. After the limit has been reached, the Vice President shall be the sole officer to determine whether such motion is in order. The SGA Secretary shall create a separate section on the meeting agenda, titled "Suspension of the Rules," before the New Business section.

Section 7. Any motion shall not be discussed in any committee without the proper outside representative(s) unless unanimous consent is adopted by the committee.

Section 8. For all pre-filed legislation to the weekly meeting, a motion to table upon the first reading shall not be necessary, as all legislation will be automatically tabled and referred by the SGA Vice President.

- i. The SGA Vice President shall send an email within 24 hours of the adjournment of the Student Senate meeting to the Senate detailing the MTN title, the author of the legislation (and second), and the SGA Standing Committee to which it has been referred.

Section 9. If a Senator wishes to leave a meeting early, then a motion to be excused must be made to the Chairperson (Committee Meetings) or the Vice President (General Meetings). A motion for a point of personal privilege is only in order for the sole purpose of addressing a topic not related to the pending legislation.

Article V Office Policies

Section 1. All SGA officials have resources of the SGA office available for use to them exclusively to carry out Student Government business and tasks.

Section 2. All SGA officials during official committee and Senate meetings must dress professionally. The appropriate attire is business attire (with the proper SGA polo) unless otherwise stated.

Section 3. Computers and other electronic devices may only be used appropriately during meetings.

Section 4. No food will be consumed during meetings. Drinks may be consumed as long as they are in closed and discreet containers.

Section 5. The SGA Vice President (or Executive Board designee) shall be responsible for keeping track of active projects by Senators via a dry-erase board in the SGA Suite.

Article VI Senator Responsibilities

Section 1. All SGA Senators are required to complete periodic "Senator Update" (formerly "What I've Done/What I've Heard.") Forms. The Director of Student Rights and Grievances shall decide when to issue such forms and in what format is appropriate for timely completion.

- Section 2. SGA officials shall inform the SGA President of any communications with the University Administration, either in written or verbal format.
- Section 3. All SGA Senators are required to fill out the Dean-Senator Verification form upon completion of their meeting and shall turn the form into the Director of Student Rights and Grievances.
- Section 4. University Committee spots will be determined by the SGA President.
- Section 5. All SGA Senators are required to work a total of at least three (3) or more hours throughout the semester at SGA events or community events. Time can be divided in any manner. Compliance will be verified by the SGA Director of Public Relations.

Article VII Committees

- Section 1. The SGA Vice President shall appoint any SGA official to any SGA Standing Senate Committee. The SGA President shall appoint any SGA member to any SGA Special Committee. Such appointments shall have full voice and vote within all committees.
- Section 2. Each Standing or Special Committee shall report to the Senate the action taken by the Committee. Furthermore, any Special Committee (under the authority of Article III, Letter B, Number 2 of the Bylaws) shall have sole jurisdiction over the first reading and second reading of any bill or resolution; moreover, the third reading shall be conducted by the Senate.
- Section 3. The SGA Vice President shall have the authority to cancel committee meetings if there are no legislative items on the agenda. However, if there is an important matter to be discussed (as deemed by the Chair and the Vice President), then such notification of such matters shall be sent at least 24 hours before the meeting.

Article VIII Funding

- Section 1. NGage Requests
- a. Starting in the Fall of 2025, there shall be an online funding form available for only academic departmental requests and conference funding.

- b. The online funding form shall match the required funding documentation and will be overseen by the SGA Treasurer.
- c. Once an online funding request has been submitted, the SGA Treasurer will be responsible for reviewing the request and contacting the applicant with the required date and times for the review of funding.
- d. If the SGA President (with consultation from the SGA Treasurer) deems a request to be of an unreasonable budgetary nature, then it shall not be transferred to the Student Senate for consideration.

Section 2. Student Organizations

- a. Student organizations must fulfill all requirements of the SGA Student Organization Allocation Packet to receive funding.
- b. All application forms must be completed at least two (2) weeks in advance of when the funding is needed.
- c. Once funding has been provided, all recipients must appear at the following SGA Senate meeting or send correspondence upon return to report on how that funding benefited them and what they learned from any associated conferences or conventions.

Section 3. Departments

- a. All requests from departments must be accompanied by a letter from the respective department head explaining the request.
- b. All requests from departments must be approved by the appropriate Dean.
- c. Departments must complete the SGA Funding Form for all requests.
- d. All requests must be completed at least two (2) weeks in advance of when the funding is needed.

Section 4. Ancillary Policy

- a. The SGA Secretary shall ensure that all funding applications have proper tax forms before filing the legislation for the next regularly scheduled meeting. No piece of legislation shall be filed if the aforementioned documents are missing.
- b. The SGA Treasurer shall develop a Senator-Treasurer Verification Form for the sole purpose of guaranteeing that all Senators meet with the SGA Treasurer before the filing of legislation. The SGA Secretary shall include this Verification Form in the Funding Packet, and the SGA Secretary shall not file any legislation without this form included.

Article IX
Communication

Section 1. Meeting Information

- a. All legislative bills, agendas, and related materials will be uploaded in a digital file format via Google Drive within 48 hours of the General Meeting.
- b. All Executive Board Meeting reports shall be uploaded to Google Drive (in a separate folder) within 48 hours of the General Meeting.
- c. In emergency or extraordinary circumstances, the SGA President shall have the authority to call the Student Senate into session with the option of holding a virtual call.
- d. There shall be at least a 24-hour notification of such a meeting before its occurrence.

Article X
Miscellaneous Policies

Section 1. Executive Agreements

- a. The SGA President shall have the authority to enter into Executive Agreements in the form of a binding resolution with the intent of bringing in partners to benefit the entire student body.
- b. The Judiciary Chair shall have the authority to review and revise any resolution reached by the SGA President within 3 days before the Agreement takes effect.

Section 2. Executive Proclamations

- a. The SGA President shall have the authority to issue Executive Proclamations for the celebration of events or major milestones.
- b. The Public Relations Chair shall have the authority to review and revise any Executive Proclamation within 3 days before the Proclamation takes effect.

Section 3. Executive Orders

- a. The SGA President shall have the authority to issue Executive Orders to each Executive Branch member to either give guidance on a project or to institute standards/procedures/remedies for any potential issue.
- b. The Executive Order may be reviewed by the Chair of Judiciary for any needed revisions within 3 days before the Executive Order shall take effect.

- c. An Executive Order shall have the requisite power to give proper restructuring of the Executive Branch if deemed necessary by the SGA President.
- d. Lastly, all Executive Orders shall be deemed null and void at the end of the term(s) of the SGA President.

Section 4. Mandatory Advertisement

- a. Whenever the Senate passes any legislation, there shall be an understanding between parties that Advertisement of SGA is required for allocation.
- b. The form of such Advertisement shall be determined by the two parties, and it must comply with the rules and regulations of displaying any SGA logo.
- c. The type of Advertisement can be (but is not limited to) a sticker, a poster, a banner, or a plaque.
- d. Lastly, the SGA President (or designee) shall have sole oversight over such compliance.

Section 5. Executive Grants of Clemency

- a. The Executive Board, by a 2/3rds recorded vote, shall have the power to grant clemency for any unexcused absences to any SGA official. The Executive Board shall determine the conditions of the hearing, and any SGA official may petition for such Clemency within 5 class days of the deemed unexcused absence.
- b. Review of any such action shall be only reviewed by the Student Supreme Court.

Article XI

Ad-Hoc Positions

Section 1. Religious Liberty Director

- a. Appointment/Removal Information:
 - 1. The Religious Liberty Director shall be selected by a majority vote of the Executive Board upon recommendations of all religious RSOs on campus.
 - 2. The Religious Liberty Director shall report to the Director of Student Rights and Grievances and shall be considered an Executive Board member with all rights, duties, and privileges thereof. The Religious Liberty Director will assume office upon taking the oath of office prescribed for all Executive Board members.

3. The Religious Liberty Director shall be removed, for cause, either by the Student Body President or by a 2/3rds vote of the Executive Board.

Section 2. Responsibilities

- a. The Religious Liberty Director shall have the following responsibilities:
 1. Coordinate with all religious RSOs on campus to ensure proper relationships and to offer opportunities for funding packages.
 2. Organize an event celebrating religious liberty with all religious RSOs.
 3. Work closely with outside partners to formulate strategic plans for either emergency food distribution during emergencies or other important partnerships, as deemed necessary.
 4. Report any cases of religious liberty encroachment by any actors to the Director of Student Rights and Grievances.
 5. Further responsibilities shall be deemed appropriate by either the Director of Student Rights and Grievances alongside the Student Body President.

Section 3. Ancillary Policy

- a. The Religious Liberty Director shall attend all Student Senate meetings and shall give a report to the Student Senate following the Director of Student Rights and Grievances. The SGA Secretary shall add a proper section to the meeting agenda.
- b. The Religious Liberty Director shall abide by all rules and regulations of any other Executive Board official.

Article XII

Types of Student Senate Legislation

Section 1. Senate Bill (SB)

- a. This type of legislation shall be solely used to fulfill the legislative responsibilities as set out in Article III, Section 3 of the SGA Constitution.

Section 2. Senate Concurrent Resolution (SCR)

- a. This type of legislation shall only be in the form of a resolution (as formatted by Robert's Rules of Order, Newly Revised) and shall be used to recommend a matter to the Executive Branch (et al).

- b. Senators may use this resolution to "urge and request" such action by either the SGA Executive Branch, SGA Judicial Branch, or University Administration.
- c. This type of legislation shall not require signature by the Student Body President to become law (unless the Student Body Vice President refers the matter to the Student Body President).

Section 3. Senate Resolution (SR)

- a. This type of resolution shall only be in the form of a resolution (as formatted by Robert's Rules of Order, Newly Revised) and shall solely be used to highlight either a person, an organization, or an event located on campus.
- b. This type of legislation shall not require signature by the Student Body President to become law (unless the Student Body Vice President refers the matter to the Student Body President).

Article XIII

Amendments to the Corollary

Section 1. Procedure for Amendments to the Corollary

- a. The SGA President shall have the prerogative to make Amendments to the Corollary in a variety of ways, from:
 - 1. Executive Order (per Article XII, Section 3 of this document).
 - 2. Motion to Adopt (with the introduction of legislation by a Senator).